

# **D R A F T**

## **Meeting Minutes, 11/15/04**

### **Committee for Citizen Involvement**

CCI Members Present: Bev Froude, Sue Carver, Basil Christopher

CCI Member Absent: Stacie Yost

Staff Present: Jim Hendryx, Liz Newton, Duane Roberts

Guest Present: Lisa Hamilton-Treick

#### **1. Welcome**

The meeting was called to order at 7:05 PM by CD Director Jim Hendryx.

#### **2. Approval of Minutes**

Jim handed out copies of the September minutes. He explained that due to a miscommunication they had not been sent out prior to the meeting, as previously requested by the committee. Following this, the September minutes were read by the committee and approved as written.

#### **3. Enhanced Community Involvement Program**

Liz gave an overview of the proposed Enhanced Community Involvement Program. This is envisioned as a more neighborhood-based program than has been the case with past community involvement programs. She showed a large base map that depicted major roads, parks, schools, police patrol areas, CAP (Community Assessment Program) boundaries, and the locations of the City's some 30 Community Connectors. Liz mentioned that the map will be used as a starting point for the community to define workable neighborhoods. Other attributes, such as shopping areas, important to community residents also could be used to draw neighborhood boundaries. Liz emphasized that the defining characteristics of the neighborhood, its "natural" boundaries in terms of facilitating citizen engagement, will be determined by citizens. The present citywide map is divided into 45 areas. Liz mentioned that 20-25 citizen-defined areas appear to be a more realistic number.

The key point is that the process will be driven by the community and not staff. The goal is to divide Tigard into recognizable neighborhood areas and to provide more enhanced programming for those areas.

Liz pointed out that the structure of the new program is yet to be determined. As with the boundary lines, the structure will be decided upon by residents, but

would be broader than a land use focus. She mentioned as examples of potential program elements CERT training (Citizen Emergency Response training); a Neighborhood Watch program; a local school liaison, such as through the Scrip (Substitute for Money) program to support kids in school; and a person designated to receive CAP (Community Assessment Program) reports. Someone from each neighborhood also could serve as a land use “expert” for their neighborhood. This person would receive appropriate training and be responsible for attending hearings on issues of neighborhood interest.

The Mayor is proposing to introduce a neighborhood grant program as an incentive to neighborhood group formation. Although the details have not been worked out as yet, the program could include making a participating neighborhood eligible to apply for grant opportunities, such as for a speed hump, or a beautification project, or some other key neighborhood improvement.

Following this overview, Liz asked CCI members to consider serving as the host for a community-wide meeting intended to delineate the neighborhood areas. The meeting also would be used to identify key issues in particular areas and to recruit new Community Connectors to serve on the CCI.

The City-wide meeting would decide on how to carve up the City into neighborhood areas and on the organizational structure of the neighborhood groups. The target date for the meeting is December 9<sup>th</sup>.

After discussion, the CCI agreed to take on organizing the City-wide kick-off meeting and to serve as its host. The committee discussed how to publicize the meeting. With regard to meeting logistics, members identified the need for several maps.

Basil said it may be too much to make decisions or draw conclusions on the basis of one meeting. Beverly mentioned that the committee should make clear that the lines of communication are open-ended.

December 7<sup>th</sup> was set as the meeting date. According to Liz, Town Hall is available that night. Members of existing City citizen groups will be invited.

### CCI Expansion

The CCI currently consists of four members. Liz discussed ways to expand the CCI to be more inclusive. One idea is to recruit representatives from the new neighborhood organizations and also from all active boards and committees. Jim mentioned that the various boards and committees all bring different perspectives to communications. In general, while favoring the addition of board and committee representatives, the CCI supported a neighborhood-based approach to CCI expansion.

Beverly asked about the Neighborhood Watch Program and how it works.  
{Note: Jim Wolf, Tigard Police Public Information Officer, provided the following.

*Presently we have approximately 90 "Neighborhood Watch" groups scattered throughout Tigard. They are all in varying degrees of participation. We have streamlined the program significantly over the past years. I typically will conduct an "orientation" meeting for a neighborhood that expresses interest. I rely on a "coordinator" to create the invites and recruit members to attend the meeting. The "kick-off" includes information on police activity in their neighborhood, what is happening around Tigard in general, and trends we are seeing in crime. I provide crime prevention tips that are universal for everyone. I also discuss ways they can contact police and for what reasons, the appropriate method. (very important).*

*I also distribute very simplistic information cards that are completed. I create a email list from the group. My intent in doing so is to create a "two-way" opportunity for communication. I encourage networking and always provide time for self introductions.*

*I am nearly ready to have an electronic version of the city's "Neighborhood Watch" map to be online at the PD website. In addition, I am nearly ready to roll out an interactive ability to learn first hand about the criminal activities occurring throughout Tigard.}*

#### 4. Downtown Outreach

Jim talked about the Downtown Improvement Plan Task Force. He mentioned that it is made up of 24 citizens who have been assigned responsibility for completing a development plan for the downtown. The task force has insisted on a citizen-based planning process. This includes their leading a citizen involvement effort. Copies of the brochure created by the task force were handed out. Some 24 outreach meetings, involving some 800-1,000 people altogether have been conducted. On December 4<sup>th</sup> a community-wide open house meeting will be conducted. State representatives have been invited. Beverly recommended inviting of county commissioners as well. A long discussion of urban renewal and tax increment financing followed. Julie Russell asked about the assessed value of the downtown planning area. [Note: according to the Washington County Tax Assessor, the year-ago assessed values were: Real Market Value \$148 million, Measure 5 Assessed Values \$91 million.}

#### 6. Comprehensive Plan Update

Jim explained that the current Comprehensive Plan is twenty years old and out of date in terms of the changing needs of the community. At the same time, it continues to meet the legal requirements of the state. Beginning next year, the

City will begin a one-year or longer effort to update the plan. The effort will be lead by the community.

The CCI discussed how best to engage the community in the update, including the best framework and timing for public participation. No community involvement program has been put together or approved as yet. On December 23, Council is scheduled to overview and begin to figure out its own role in the update. In particular, how Council should be involved and how the planning process fits with Council goal setting will be discussed. Comprehensive Plan revision is a top priority for two Councilors.

### Tigard Web Page

Basil mentioned that the City webpage is a good way to reach people. He pointed out that format changes recently were made to the front page that reduce its user-friendliness. In particular, the pull downs were removed. He pointed out that no notice of the intent to change the webpage was provided. He emphasized that user input on such changes is needed. Jim commented that the webmaster should bring ideas to the CCI if changes are proposed. Liz suggested inviting Victor to the next meeting to talk about the webpage. *[Note: According to Victor, no changes to the webpage format were made during the period. The user problem with the pull-downs was traced to an upgrade to the user's computer.]*

Next meeting. January 20<sup>th</sup>

### Agenda ideas:

- Results of community Involvement meeting and next steps
- City webpage presentation
- Comprehensive Plan Update
- Feedback agenda, under Old Business